



<b>Job Title</b>	<b>Police Court Liaison</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>16600</b>

### Class Specification – Police Court Liaison

#### Summary Statement:

The purpose of the position is to supervise, coordinate, and monitor the court related activities and operations of the Colorado Springs Police Department's Court Liaison Unit. This is accomplished by coordinating the organizational and operational activities of the Unit and providing information and assistance to judicial and quasi-judicial agencies. Serves as the system administrator for the court notification tracking program; supervises clerical support; and makes presentations. Other duties include writing letters; identifying problem areas; intake point for appearance subpoenas and civil litigation; and collecting data and reporting presentations.

#### Essential Functions

Note: Regular and predictable attendance in the performance of this job is an essential function.

#### Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

60%

Manages the CJIS database to make sure name maintenance is current for subpoenas to process; prints daily court reports by division for district; loads municipal, district, and county court subpoenas each morning from CJIS database; and responds to requests and inquiries from law enforcement.

10%

Processes weekly court compensation pay from PeopleSoft database and compiles the daily dockets for the week; ensures each employee is eligible for court pay by verifying the employees' timesheet and matching the court appearance on the docket and checking the court sign-in sheet.

10%

Processes witness fee checks by reconciling the monthly WFP file against the court docket to verify the employee went to court; forwards checks to CSPD fiscal services for CSPD employees and other agencies for their services.

10%

Processes all department of revenue prosecution and defense subpoenas by logging into CJIS database subpoena notification system; running case numbers to search; checking for hearing type (telephone hearing or appearance); accepting, and processing the defense subpoena with or without a witness fee being attached. Processes all traffic infractions hearing subpoenas for County Court N.



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5%	Tracks and calculates the monthly Police Officer court appearances and cross referencing with each docket day; the called-off appearances by the Court Liaison's Unit and the District Attorney's call-off system. Calculates Fountain Police Department billings.
5%	Provides customer and employee support by interpreting and explaining City policies and procedures; court standard operating procedures; and general orders. Supervises court liaison office specialist; implements goals and objectives; plans, directs, coordinates and reviews the work plans for assigned staff. Attends and participates in District Attorney's group meetings.

### **Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Associate's degree or equivalent supplemented by additional specialized training in office management, court administration, or a related field.

**Experience:** Three years of full-time office management and program administration experience in law enforcement or court setting.



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**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.



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**Specialized Computer Equipment and Software:** CJIS, HRIS, Microsoft Office, and performance management system.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014